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PERSONNEL
9 April 1955

EMPLOYEE SERVICES

FINANCIAL ASSISTANCE AVAILABLE TO EMPLOYEES

1. Agency employees may occasionally be faced with financial problems which distract them from properly performing their duties and, in some cases, cause them to consider the necessity of leaving the Agency. There are no legal means by which such employees can be given personal loans or grants from Agency funds. This notice is designed to bring to the attention of supervisory personnel the facilities within the Agency which are available to assist employees in such financial emergencies. This information should be used by supervisors in appropriate circumstances and disseminated verbally to each employee at such times as it may be necessary.

2. The facilities of the Credit Union are available to employees of the Agency after a nominal investment. Employees should be advised to consider the practicability of using Credit Union facilities before seeking other assistance, because such a procedure reduces the security problems inherent in applying for a commercial loan. If an employee elects to seek assistance from a commercial source or some external welfare association, he should be cautioned to deal only with reputable firms or agencies.

3. When no other practical course is available to the employee either through the Credit Union or from private sources, there is a small welfare fund available within the Agency from which assistance may be obtained. When a supervisor learns of an emergency situation in which efforts to solve an employee's financial difficulty through all other means have failed, he should refer the employee to the Employee Services Division, Office of Personnel, to apply for assistance from this fund.

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6 May 1955

Bylaws Adopted by

CENTRAL INTELLIGENCE AGENCY WELFARE ASSISTANCE BOARD

References: ER: 6-7121, 6-7122

1. GENERAL

These bylaws establish the policy and procedure governing the administration of the CIA employee welfare fund. All staff employees may receive emergency welfare aid and assistance from the fund, provided that all security requirements are satisfied in each case.

The CIA Welfare Assistance Board has been established by the Deputy Director's Memorandum of 8 April 1955.

2. POLICY

Welfare funds shall be made available to render CIA employees emergency assistance for welfare, health, safety, and for recreation from a financial and/or material standpoint. Whatever means are deemed appropriate shall be utilized to promote the general welfare of CIA employees.

3. ADMINISTRATION

a. Formation of the CIA WELFARE ASSISTANCE BOARD.

The name of the organization shall be the CIA Welfare Assistance Board, and the welfare fund shall be administered by this Board. The Board shall be comprised of four representatives, each with an alternate to serve in his absence. The Director of Personnel shall serve as Chairman and treasurer and shall appoint an executive secretary/assistant treasurer and an alternate.

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b. BOARD RESPONSIBILITIES

In fulfilling its responsibilities, either delegated or assumed, the Board shall be fully responsible for the collection, receipt, custody and expenditure of such funds as may be contributed, donated, or otherwise accrued for use in promoting the general welfare of the employees of this Agency.

c. AVAILABLE FINANCIAL ASSISTANCE

(1) In most instances the financial assistance shall be limited to those Agency employees who are faced with unexpected hardship and are unable to obtain all or a portion of the necessary financial assistance by recourse to the CIA Credit Union or other normal lending institutions.

(2) All requests for financial assistance shall be presented to the Executive Secretary, at a location designated by him, for initial evaluation. The Executive Secretary or his alternate shall be empowered (in conformance with the purposes and bylaws of the Board) to grant Agency employees personal loans not exceeding \$50.00. (Only one loan ~~approved~~ per employee may be outstanding at any one time). In discharging this responsibility, the Executive Secretary shall be responsible to the Board, and shall be subject to the supervision of the Chairman. Loans ranging from \$50.00 to \$200.00 shall be approved by the Executive Secretary and the Chairman, or, in the absence of either or both of these officials, any two Board members may take action in acute situations.

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Loans ranging in amounts from \$200.00 to \$500.00 shall be approved by at least two Board members, the Chairman and the Executive Secretary, and loans in excess of \$500.00 must be approved by total Board membership.

d. RESPONSIBILITIES OF EXECUTIVE SECRETARY

The Executive Secretary shall be responsible for maintaining the financial records of the fund, making collections on loans, and receiving any donations from Government Services, Inc., or other sources. He is authorized to make all withdrawals for the Board. In the event of his illness or absence, the Chairman or his alternate may act in his behalf.

e. FUND SOURCES

The Board has available certain monies, including payments from Government Services, Inc., incident to their operation of CIA-patronized cafeterias. The Board shall investigate the possibility of augmenting the fund through appropriate revenue producing plans. For example, the Potomac Recreation Association (PRA) and the CIA Welfare Assistance Board may collaborate on programs, projects, and/or activities for the mutual augmentation of their respective functions, thereby increasing the capability and effectiveness of each organization in carrying out its mission.

f. LOAN PROCEDURE

(1) The Board shall make all loans in strictest confidence, and shall not reveal the names of any debtors unless they become

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delinquent. Loans shall be made for the shortest term possible considering all circumstances, shall be non-interest bearing, and shall not carry any service charge whatsoever.

(2) Application for a loan shall be made in writing upon a form prescribed by the Board. The applicant shall supply all information required by said form, as well as such additional information as the Board may deem necessary. All such information shall be treated as confidential.

(3) The employee shall make all payments in accordance with the repayment schedule agreed upon. When a loan is granted, a schedule for repayment, mutually agreeable to the applicant and the Board, shall be set forth in writing and recorded at the bottom of the loan application. A receipt, prescribed by the Board, shall be given for any and all payments. When an employee fails to repay a loan, or any part thereof, the Board may take whatever steps are deemed legally expedient or appropriate to secure payment of the amount due. Or the total membership of the Board may, at its discretion, declare the account uncollectible and effect its transfer to that category. An applicant for a loan or gratuity shall not be considered to be in good standing if, under a previous loan, such applicant has not acted in good faith or has failed, without just cause, to fulfill promises made in connection therewith.

g. EXCEPTIONS AND SPECIAL PROCEDURES

The Board may establish such special procedures or exceptions to these rules and regulations as are deemed necessary or appropriate.

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For example, with the concurrence of all its members, the Board may make an outright grant to an individual or to the Potomac Recreation Association, with no provision for repayment, when it feels that such action is clearly justified by the exigencies of the total situation.

h. REPORTS AND RECORDS

(1) The Welfare Board shall compile and keep on file a monthly report containing the following information:

- (a) Total amount of fund.
- (b) Number and amount of loans outstanding at beginning of period.
- (c) Amount of funds on hand at beginning of period.
- (d) Number and amount of loans paid during the period.
- (e) Number and amount of loans made during the period.
- (f) Amount of funds on hand at end of period.
- (g) Number and amount of loans outstanding at end of period.
- (h) Number and amount of delinquent loans.
- (i) Number and amount of loans considered uncollectible.

(2) An audit of all financial records of the welfare fund shall be made at least semi-annually by an individual or individuals within the Agency who are properly qualified to make such audits. All audits shall be conducted under the control and supervision of the Chief, Audit Staff.

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